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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 19 March 1959

SUBJECT: Weekly Activity Report No. 11
11 March - 17 March 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Next week I will visit the newly established Center for Applied Linguistics. The Center is operating under a Ford grant, and with the Modern Language Association hopes to become a clearing house on language training opportunities. I feel that close liaison in the early stages will be of eventual, perhaps of immediate, considerable benefit.

2. Supplemental to a M/R from DDTR on (a) possibility of a third NWC slot and (b) the new National Cold War Strategy Seminar are these developments: on (a) a letter from JCS will request NWC capability to increase 1959 quota from 132 to 133, probable reply - yes, for CIA only; on (b) allocations for the new seminar are 60 each Army, Navy, Air and 20 for Marines. Entire class will be limited to reserve officers throughout nation and particularly sought for students are TV station owners and others well-placed in the news and political media.

3. It looks as if we'll soon complete a revolutionary change in the green sheet. has been working quietly, doggedly and diligently on refining it to please many and antagonize but few, yet meet these requirements when finished:

a. A 5 x 8 sheet, or card, that can be filled in by any individual applicant without looking up information from files, and requiring no typing services or multiple copies.

b. If we achieve this, yet satisfy OTR instructors, OTR public relations throughout the Agency should be vastly improved.

25 YEAR RE-REVIEW~~CONFIDENTIAL~~~~SECRET~~

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4. We have received excellent response from throughout the Agency on our request for FY 60 estimates on external training requirements. Smaller components such as DD/C, DCI and [] turned in information considerably in advance of our designated target date. All from DD/P and DD/I were received on time and through prior arrangements all from DD/S should be on hand by next Monday.

5. Five requests have been received, one from Management Staff and four from DD/P, for employees to participate in the Electronic Data Processing Appreciation Program for Managers sponsored by the U. S. Civil Service Commission. In addition to this program, two Office of Personnel employees have been scheduled for "Agency Retirement Counselors" program also sponsored by the Civil Service Commission. These courses are being arranged locally; costs, if any, will be minimal.

6. Lawrence Houston is scheduled to attend an AMA seminar "The General Counsel's Job in Foreign Operations" to be held in New York, 23 - 25 March 1959.

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7. Department of State has notified us that the Near East Area Program [] Seminar) will be definitely held this summer beginning 15 June. The interested components, (NEA, ORR, OCI and FBID) have been furnished with a copy of the Department's announcement together with pertinent information regarding the administrative handling of the program.

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8. The Area Familiarization and Survey trip [] for [] LAS, originally scheduled for February to May has been rescheduled from May to August 1959. This change was approved by NEA on 17 March 1959.

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9. A meeting between Office of Communications engineers who originated the cable-splicing training requirement and the USAINTS (Fort Holabird) technical instructor involved was arranged by [] to be held here, Thursday afternoon (19 March 1959). The specifics of the proposed course (scope : duration) will, it is hoped, be agreed upon.

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10. [] were briefed by [] on their respective roles in the Special Workshop to be conducted Saturday, 21 March.

11. For various reasons we maintain a backlog of awards applications. At present, our backlog is seven cases. The 1958 backlog of tests not yet reported to us is now reduced to 45.

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12. [] is agreeable to attending part I of the new AMA Management Course for Government Executives as now scheduled to begin April 20, and to enroll in the earliest part II which will begin July 27. After discussions between Otto Guthe and [] a DD/I candidate was withdrawn and we will await [] evaluation of the first two-week phase before further scheduling of any other applicants.

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13. [] has been informed by me of the recent invitation for the Agency to nominate a candidate to participate in the seventh Conference for Federal Executives being conducted by Brookings at Williamsburg, beginning 10 May. [] is also aware. If we select a nominee, biographic details must reach the Director of the Executive Conference Program before 3 April.

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14. During the week 11 March - 17 March 1959, there were 952 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

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308 enrolled in 58 classes (14 languages) voluntary
(average class size - 5.3)
203 enrolled in 36 classes (12 languages) during hours
(average class size - 5.6)
290 enrolled in 11 Intelligence School courses

136 enrolled in 5 Operations School courses

39 enrolled in 1 SIC course

30 enrolled in 3 area courses

9 Dependents

6 from other Government Agencies

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